

Pay & Personnel Newsletter

United States Coast Guard Pay & Personnel Center

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August End-Month Payroll Processing Complete

"Payslips" for 01 September pay day are available in Direct Access. Report any discrepancies through the P&A Office (Admin) to the SPO. If SPOs cannot address or need assistance, the SPO will submit trouble ticket. Payslips can be accessed via the [Self-Service "View" menu](#). Refer to [this guide](#) for an overview of the new payslip.

The End-Month August pay date is 01 September 2015. Paydays are the 1st (end of month (EOM)) and the 15th (End-Month) of each month, or the business day preceding the 1st or the 15th if either should fall on a federal holiday, Saturday or Sunday. Members should not set up automated payments or assume funds will be available prior to published paydays. Members should verify with their financial institutions as to the actual time funds are available to their account.

Submit Requests to PPC for Specialized Virtual Training

PPC Procedures and Development branch to Offer Specialized Virtual Sessions

Introduction:

Now that the official launch of DA 9.1 has concluded and PPC Procedures and Development staff is back on the road, it is time to introduce another training option for personnel support staffs. As you are aware, there are resident Base training sessions being conducted through the end of fiscal year 2015. We realize that even though we have targeted a large population that some may not be able to attend.

Virtual Training Requests:

After everything that has been published and shared there still may be some specific areas that need guidance and attention. In order to continue to meet our customer service obligations, PPC Procedures and Development would like to extend the availability of specialized virtual sessions for **anyone and everyone upon request**. We are more than willing to customize a session for your office that meets specific training needs. Some examples of a request follows:

- *My SPO has attended all the virtual sessions and some of us even the resident offerings but we are still having trouble with _____.*
- *We are an ADMIN unit and have discovered that many of the topics available are really targeted at the SPO. We need further guidance and instruction on _____.*
- *We handle all Reserve records and deal mainly with the ISC/DXR and SPO but are still seeking answers in processing _____.*

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- *We have been dealing with a lot of Self Service issues from the field regarding pay errors. How does our office counsel the members on _____.*
- *There have been so many changes to both procedure and policy, how do we know what process to follow and where do we find _____.*

How to Request a Specialized Office Session:

If any of the examples apply to your office or there are other areas you want to explore please send an email detailing the request to:

Karen.S.Emmot@uscg.mil or call 785-339-2225.

David.Cota@uscg.mil or call 785-339-2252.

All sessions will be customized to meet your needs and will be held via Adobe Connect with live teleconferencing to elaborate on discussion, hear firsthand your obstacles, and share solutions with everyone. All requests are first come first served and will require flexibility on dates and times due to limited staffing of Procedures and Development.

Thank you for all you do! We are here to help always and look forward to serving your needs!

Respectfully,

Karen S. Emmot
Supervisor Training Specialist
Procedures and Development
Pay and Personnel Center

[Defense Travel Management Office Allowances and Regulations Update](#)

The Defense Travel Management Office has updated following information for 01 September 2015:

[OCONUS Non-Foreign and Foreign Per Diem Rates](#)

[Overseas Housing Allowances \(OHA\)](#)

[Overseas Cost of Living Allowances \(COLA\)](#)

[Joint Travel Regulations \(JTR\) and Appendices](#)

To access this information, visit the [DTMO Website](#).

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Transfer Season 2015 and CGOne User Accounts

The 2015 Transfer Season is in full swing, and similar to years past, an automated method is being used to move CGOne Standard User accounts from one unit to another. This process, which reconfigures user accounts for use at a new location, does not move user data (such as files maintained on local C4IT resources) but does archive them for a specific time. Because of this, transferring personnel are responsible for performing a number of tasks on their own before departing their unit. More information about end user responsibilities to ensure a smooth and successful transfer of IT resources is on the [Transfer Tech Tips site](#).

The automated portion of a PCS Transfer is triggered by the transferring member submitting a CGFIXIT ticket at least two weeks before departing their unit. Once a ticket is submitted, the User Transfer Service (UTS) system completes the account transfer process. If a ticket is not submitted in CGFIXIT before departing your old unit, you will experience delays at your new unit.

Effective and successful transfers are an essential part of Coast Guard operations and affect every member at some point in their career. The Transfer Season team is consistently finding ways to simplify and improve the technical portion of this important process. After you arrive at your new unit, you might receive an email with a survey about the technical portion of your transfer experience. You are encouraged to participate and share your candid feedback so that future transfer seasons may be improved.

[Manual Stop of SGLI Required Upon Release from Active Duty \(RELAD\)](#)

The SPO must stop SGLI for members who are released from active duty and transferred to the IRR and who have no intention to drill (for points only or for further assignment to the SELRES). Global Pay will continue deductions for SGLI for IRR members unless the coverage is stopped upon RELAD. To stop the SGLI deduction, select the Coverage Election of "Waive" as prescribed in step 8 of the procedures section in the [SPO SGLI user guide](#)

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[Retroactive Advancements and the Avenue to Obtaining Relief](#)

By: YNI Arnold Uhrina, CG-PSC-epm-1

Background: The Career Retentions section of CG PSC-epm-1 holds the responsibility of reviewing requests for retroactive advancement, which is addressed in policy under Article 3.A.22.c of the Enlisted Accessions, Evaluations, and Advancements Manual, COMDTINST M1000.2 (series). What this means is the member's command must work with the Servicing Personnel Office (SPO) to take action to advance the member within 30 days after the day the CO signed the Career Development Worksheet (CDW). As for the "No Exceptions" rule, advancements may not take place any earlier than the date of the Commanding Officer's Signature.

Example: FA Arnold Uhrina is eligible and recommended by the Commanding Officer for advancement on 11 January 2015; the CO signs the CDW on the same day. The SPO, however, does not receive the CDW until 16 April 2015. The SPO should advance him to E3/FN effective 16 April 2015 or as early as 17 March 2015, 30 days prior to the date the CDW was received and could be entered into Direct Access. Advancement on a date from 11 January 2015 to 16 March 2015 would be considered "retroactive". In another scenario, if the CO discovered on 16 April 2015 that FA Uhrina was not advanced due to a CDW not being completed, the EARLIEST that FA Uhrina could be advanced would be the date the CO signs the CDW; no exceptions.*

*In this scenario, if the reason the CO signed the CDW late was due to a processing delay at the unit (or for other applicable reasons), the CO may submit a request via memo to CG PSC-epm-1 requesting a correction to the date of advancement and state the reason for the correction to the date.

Application: Article 3.A.20 of Enlisted Accessions, Evaluations, and Advancements Manual, COMDTINST M1000.2 (series) defines who has the authority to advance enlisted members. Retroactive advancement requests typically pertain to either 1) those advancing from E1/E2 to the next higher paygrade; or 2) those who are assigned a designator from "A" school that have not yet met the requirements for advancement. Please contact PSC-epm-1, via e-mail to ARL-PF-CGPSC-EPM-1-Career-Retentions@uscg.mil for further guidance regarding other scenarios. The member must meet all applicable advancement requirements found in Article 3.A.4.b of the Enlisted Accessions, Evaluations, and Advancements Manual, COMDTINST M1000.2 (series) to be eligible for advancement.

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Process: Determine if the advancement is considered retroactive. If the request is retroactive, the SPO should advance the member to the appropriate paygrade per the [SPO Advancements User Guide](#) authorized on the CDW using the most recent 1st or 16th of the month that has passed. Do not submit retroactive advancement requests without advancing the member to the appropriate paygrade.

1. The Command or SPO, whichever caused the delay, may submit a request using the standard memo format addressed "To: CG PSC-epm-1" requesting retroactive advancement. Include a copy of the CDW and advancement certificate (if available). In the case of the request to change the date of advancement, the request should come from the member's Command. The memo should address that steps have been taken locally to prevent future occurrences.
2. Forward all requests for retroactive advancement to our e-mail address: ARL-PF-CGPSC-EPM-1-Career-Retentions@uscg.mil. We will review the dates between when the member was originally eligible and recommend for advancement up to the day before the current advancement date. If we approve the retroactive advancement, PPC (adv) will be notified to take appropriate action.
3. In the case of the member's Enlisted Employee Review (EER), we often see that the member was scheduled to advance to E3 in January, the same month that E2 evaluations are due in Direct Access. Appropriately, the command would process the E3 marks in February, however sometimes this is delayed due to a retroactive advancement error that is currently being processed by our department. Once a determination is made by CG PSC-epm-1 regarding the retroactive advancement request, the unit should retroactively enter in the appropriate EER for the member's pay grade.

Contact us at ARL-PF-CGPSC-EPM-1-Career-Retentions@uscg.mil with any questions or concerns regarding the above information.

Military Separation Pay Policy

R 241103Z AUG 15
FM COMDT COGARD WASHINGTON DC//CG-13//
TO ALCOAST
UNCLAS //N07220//
ALCOAST 335/15
COMDTNOTE 7220

SUBJ: CONSOLIDATION OF MILITARY SEPARATION PAY POLICY

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A. Eligibility of Regular and Reserve Enlisted Personnel for Separation Pay, COMDTINST 1910.1

B. Coast Guard Pay Manual, COMDTINST M7220.29 (series)

1. This ALCOAST announces the cancellation of Eligibility of Regular and Reserve Personnel for Separation Pay, COMDTINST 1910.1, REF A. Separation pay remains authorized, as the majority of the policy for the payment of separation pay in REF A has already been incorporated into the Coast Guard Pay Manual, COMDTINST M7220.29 (series), REF B. Paragraphs two through four below, extracted from REF A, remain in effect and will be included in the next revision to the Coast Guard Pay Manual.

2. Separation payment shall be computed to one half of the amount computed in Section 10-H-4.a.(1) of REF B for the following conditions:

- a. Substandard performance,
- b. Convenience of the Government,
- c. Drug abuse rehabilitation failure,
- d. Alcohol abuse rehabilitation failure, or
- e. Loss of Security clearance.
- f. The member is being separated under a Coast Guard specific program established as half payment by the Commandant.

3. A member who declines training that the Coast Guard offers to change their rating as a precondition to reenlistment or continuation on active duty will not be eligible for separation pay.

4. A member may be allowed to separate up to 60 days before the required separation date and remain eligible for separation pay if all other requirements are met.

5. This change will be included in the next update to REF B.

6. Questions regarding this cancellation should be directed to LCDR Russ Mayer, COMDT (CG-1331) at HQS-PolicyandStandards@uscg.mil

7. Released by RADM Kurt B. Hinrichs, Acting Director of Reserve and Military Personnel.

8. Internet release authorized.

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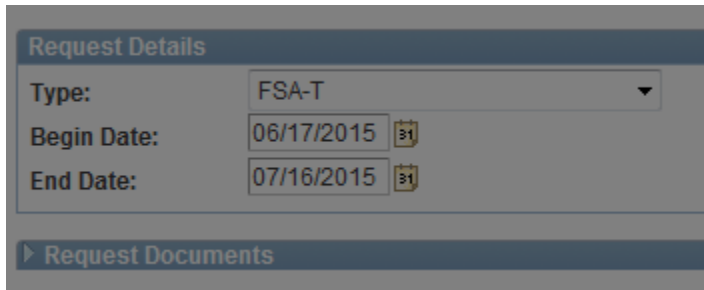
Known Issue: Family Separation Allowance (FSA)

In accordance with CG Pay Manual, members are eligible for FSA when they have been away from homeport for more than 30 days. So on the 31st day away from homeport, the member would be eligible. The day of return counts towards eligibility, but not for pay. There is a glitch in DA 9.1 when calculating exactly 30 days of eligibility.

Example:

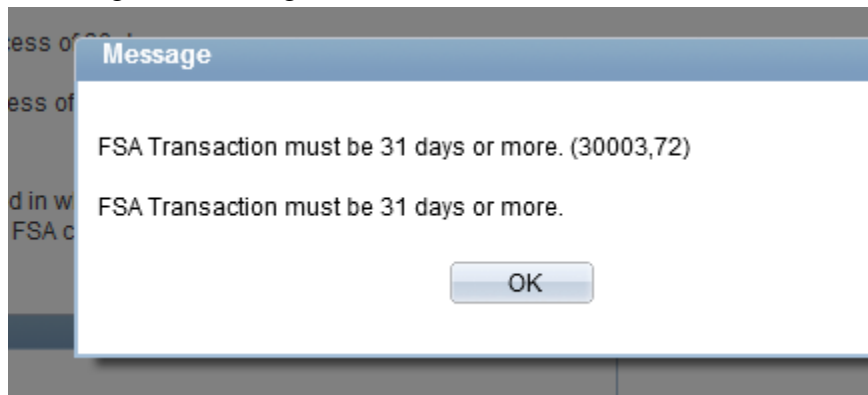
Member goes TDY 6/17 thru 7/17. Eligibility is day for day. Member was TDY 31 days, but the day of return does not count for pay. DA 9.1 entry needs to be 6/17 thru 7/16. When this is entered, DA 9.1 will error out stating member was not TDY for more than 30 days.

Example data entry:



The screenshot shows a 'Request Details' form. The 'Type' field is set to 'FSA-T'. The 'Begin Date' is '06/17/2015' and the 'End Date' is '07/16/2015'. Both date fields have a small calendar icon to their right. Below the date fields is a button labeled 'Request Documents'.

Resulting error message:



If you encounter this error, submit the transaction as required, capture the screen shot of the error. Submit a trouble ticket with the screen shot (in a word doc), the FSA Worksheet, and the TDY orders. PPC will manually fix it.

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[Known Issue: Miscalculation of Expiration of Enlistment for Extension](#)

A system change request has been submitted to correct the logic used to determine the new expiration of enlistment date for extensions and reextensions. Currently the system is miscalculating the date. It is one day short.

Example:

Member extended for 6 months to comply with PCS orders. Member's EOE was 3/31/18. A 6 month extension should have resulted in a new EOE of 9/30/18, however DA is calculating 9/29/18.

Currently the only way to correct this erroneous contract data is to notify PPC Customer Care via a trouble ticket.

[DD-214 and Separation Orders Data Values](#)

A system change has been completed for separation transactions. The following values for the fields listed below will now be used:

1. Character of Service - These values will be transferred to the Separation Order and DD-214 (Block 24) for both Enlisted and Officers.
 - o Honorable.
 - o Under Honorable Condition.
 - o Other Than Honorable Conditions.
 - o Bad Conduct.
 - o Dishonorable.
 - o Uncharacterized.

NOTE: On Separation Orders, the Officer's Character of Service will show up in the Enlisted Discharge block.

2. Officer Termination Code - These values will not be transferred to the DD0-214. They will only be seen on the Separation Authorization and on the Separation Orders.
 - o Acceptance of Resignation
 - o Dismissed
3. Type of Separation Block 23 DD-214 will only have the values:
 - o Discharge
 - o RELAD
 - o Retirement/Resume Retirement

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Basic Allowance for Subsistence (BAS) for Officer Candidates

Published Date: Mon, 31 Aug 2015 10:30:01 CDT

Enlisted members in the accession/training pipeline, which includes recruit training and officer candidate school (OCS) are not entitled to basic allowance for subsistence (BAS) **unless they have prior military service.**

Direct Access **automatically pays BAS** to enlisted members unless the member is assigned to a position number that has been designated as not eligible for BAS.

To ensure correct BAS payment, use one of the following position numbers when completing accessions and/or PCS orders for officer candidates:

Enlisted members become entitled to ENL BAS as follows:

If the member	And	ENL BAS starts effective the date	Then use this Position Number on Order/Accession
Is hired and sent to OCS	Member was not on active duty or in the Ready Reserve immediately prior to being hired for OCS	Member is not entitled to ENL BAS during OCS. Upon graduation, Officer BAS shall be started.	00095687
Is hired and/or sent PCS to OCS	Member was in the Ready Reserve or was on active duty immediately prior to attending OCS	Of accession / hire. The member is subject to a Discount Meal Rate deduction while at OCS	00112823
is re-phased and placed in a hold status until the next OCS class.	was not on active duty or in the Ready Reserve immediately prior to being hired for OCS	Placed in a hold status.	19367643
is dis-enrolled and moved to guest quarters until discharged	was not on active duty or in the Ready Reserve immediately prior to being hired for OCS	Of disenrollment until discharge.	19367644

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[Obligated Service Requirements for Class A School \(ALCOAST 340/15\)](#)

[ALCOAST message 340/05](#) announces an update to obligated service requirements in the Performance, Training, and Education Manual, COMDTINST M1500.10 (series).

[How Scammers Target Military Personnel](#)

Are they your battle buddy - or just unbelievable?

August 27, 2015

by Carol Kando-Pineda

Attorney, FTC's Division of Consumer & Business Education

If you serve - or have served - in the military, chances are you feel a pretty tight bond with your brothers-and sisters-in-arms. If you share a common experience with someone, it only makes sense that you trust them, want to associate with them, or even do business with them.

But here's something to bear in mind: scammers count on your trust in fellow servicemembers - and use it against you. A con artist might have actual service experience or they might be lying about it. Either way, they're highly skilled at exploiting a military connection to get in good with you. Once they have your trust, they use it to deflect any questions and to throw you off track while they cheat you. It's known as affinity fraud - when someone uses their membership in a group to scam another member. It could be someone claiming you can trust them because of the shared experience of serving in the military.

Scammers try to use a supposed military bond to take your hard-earned cash. They may pursue servicemembers, families, or anyone with sympathy for the military community. The scams can take many forms, from promises for quick and easy credit and car title loans to sky-high returns on bogus investment deals. Or they might lure you with hopes for online romance, interest in charitable giving, or the appeal of getting super sweet housing at eye-catching prices. Here are a few tips to help you see clearly if a scammer tries blowing smoke at you.

- Walk, don't run. Take your time. Any deal that pressures you to act immediately probably doesn't end well for you. Slow down and think about it - rushing into a supposed "deal" will usually just buy you trouble.
- Hold the line on the hype. Is this deal promising you the moon and the stars? Are they claiming you'll see risk-free results on an investment? Stop - there's no such thing as "risk-free." Don't let a scammer's skillful hype cloud your thinking.
- Listen for the name game. Do they throw around the words "veterans" or "military families" in their name or ads? That doesn't necessarily mean that veterans or the families of active-duty personnel support the organization or will benefit from a donation.

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- Get it in writing. Before you open your wallet, look at the terms of the deal in writing. Then take your time and review. Are the terms what you expected? If not, can you really trust that company?
- Check it out. Always do your homework. Talk to others. Look up the company online and search for consumer complaints. Consider whether this deal works for you. Can you afford to lose your money?

SOURCE: [FTC Consumer Information Blog](#)

[Direct Access Competency Dictionary Update](#)

The [Direct Access Competency Dictionary](#) (a spreadsheet which shows all authorized competency codes and descriptions) has been updated by Comdt (CG-1B-1).

Changes made since last update are hi-lighted in blue text on the spreadsheet.

The following competencies were added:

- MOTO15PV-15 PAX Van Operator
- MOTOCDL-Commercial Vehicle Operator
- MOTOEVOC-Emergency Vehicle Oprtr Comp
- MOTOSPME-SPME Operator
- MOTOTRLR-Truck Trailer Combo Oprtr
- ATNSCB - ATON Structure Climber - Basic
- ATNSCR - ATON Structure Climber Rescue
- ATNSCA - ATON Structure Climber ADV
- CVSRO - S&R HEARING INVESTIGATOR

The following competencies are obsolete and shall not assigned:

- MISGE-Semi Trailer 1-Axle Oprtr
- MISGF-Semi Trailer Tandem Axle Oprtr
- MISGG-Bus Operator
- MISGD-Trucks over 3/4 Ton Oprtr
- MISGH-Emergency Vehicles Oprtr

Address questions via e-mail to [HQS-DG-1st-CG-1B1-Competency](#).

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[TRICARE Pharmacy Rules Changing for Maintenance, Brand-name Drugs](#)

TRICARE beneficiaries who take certain brand-name medications on a regular basis will be required to fill prescriptions at a military treatment facility or through a mail-in program beginning 1 October 2015. [A news release with more information is available here.](#)

[Fiscal Year 2016 Inactive Duty for Training Drills](#)

Direct Access has been updated to allow entry of Inactive Duty for Training (IDT) Drills with begin dates on or after 1 October 2015 and end dates on or prior to 30 September 2016.

Users should now be able to enter IDT drill requests for fiscal year 2016 without receiving the drill cap error, so long as they do not exceed 48 scheduled drills in the fiscal year.

[September Enlisted Reserve Advancement Authorization](#)

[ALCGRSV message 067/15](#) lists enlisted reserve advancements authorized on 1 September. In addition to the message, a spreadsheet is available which also shows the member's unit: [ERAA09.15.xls](#) (CGPortal Link)

[Known Issue/Work Around - Housing Allowance or COLA Change on the Last Day of Month](#)

BAH, OCOLA, FSH, or OHA with Effective Date on Last Day of Month (19 August 2015): If there is a change that affects BAH, OCOLA, FSH, or OHA and the effective date is the LAST day of the month, DA 9.1 is not prorating the amount correctly. When an entitlement is started or stopped on the last day of the month the system will either debit or credit the previous 15 days.

Example, a married member getting BAH w/DEPN (spouse is only DEPN). Member gets divorced on 5/30. SPO enters a new BAH Row for 5/31 at w/o depns rate. DA will erroneously pay BAH w/o DEPN from 5/16 - 5/31. This only happens on transactions with effective day being the last day of the month.

Until DA programming is corrected, the SPO's are directed to start or stop the entitlement on the 1st day of the following month and make a note on the note pad that the entitlement's true start date is the last day of the previous month. Then submit a PPC Customer Care Ticket informing us of this action and PPC will manually credit/debit the member for the last day of the month accordingly.

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[Timely Processing of Reserve Transactions](#)

It has come to our attention that some Reserve Active Duty for Training (ADT) orders were not placed in a "Finished" status before pay-cut, this has led to over \$300K in overpayments to reservists. Your assistance in the timely processing of all Reserve orders is critical to the orderly execution of funds at the end of the Fiscal Year. SPOs are reminded to not rely on the "*Orders Integration Process*" to stop the orders. If the process fails, Direct Access will continue to pay out unless the orders are manually stopped. SPO supervisors must continuously evaluate all open orders to prevent these overpayments.

Similarly, supervisors of reservists must transition all approved Inactive Duty Training (IDT) drills to a "completed" status, and SPOs must perform associated pay transactions, as soon as possible following the completion of the member's drill. This will reduce the number of pending drills that must be accounted for financial prior to the end of the FY and free up funds for other training priorities.

Please be sure to execute reserve PCS orders when reserve members check-in. We have been notified by PSC-RPM that several sets of orders have not been executed in DA.

The attention and assistance of the SPO community is greatly appreciated!

[SPO Relationship Report Updated \(CGPortal Link\)](#)

This report shows the units associated with SPOs (HRS - Human Resource Sites). The department relationship table is used in DA for the Airport Terminal and many reports and queries.

 [Servicing Personnel Office to Unit Relationship Report](#) (18 Aug 2015)

Major changes: The following SPO records have moved from Base Boston (Dept. ID 042806) to Base Cape Cod (Dept. ID 045431) effective 10 August 2015:

- USCGC Escanaba - Dept. ID 000095
- USCGC Seneca - Dept. ID 000094
- USCGC Spencer - Dept. ID 000093

When forwarding records, send them to: Commanding Officer (SPO)

CG Base Cape Cod
5215 East Hospital Road
Buzzards Bay, MA 02542

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[September Enlisted Advancement Authorization](#)

[ALCGENL message 161/15](#) lists enlisted advancements authorized on 1 September. In addition to the message, a spreadsheet is available which also shows the member's unit: [EPAA09.15.xls](#) (CGPortal Link)

[Direct Access Data Transfer to DMDC/DEERS Delayed](#)

The Coast Guard is experiencing difficulties updating the Defense Eligibility Enrollment Reporting System (DEERS). This is causing problems for members trying to obtain identification cards following an accession or reenlistment/extension of enlistment.

This is the workaround for ID cards while DEERS data is not being updated by Direct Access.

If the member is already in DEERS, but needs data updated (i.e. due to reenlistment), the member needs to take a copy of the supporting document to the local DEERS site and they should be able to update it to issue an ID card. If the DEERS site cannot update the record or a new record needs to be entered in DEERS (i.e. an accession), the Site Security Manager (SSM) or Verifying Official (VO) at the DEERS site must contact Jacqueline Smith at the [Coast Guard DEERS Project Office](#) (via e-mail to ARL-PF-CGPSC-PSDFS-DEERS@uscg.mil or by telephone at 703-872-6642). All data MUST be in DA before any DEERS updates are made.

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[One Millionth CGFIXIT Ticket Worked](#)

On 23 June, The Centralized Service Desk (CSD) received and worked the C4ITSC's one millionth CGFIXIT incident. The Service Center considers a CGFIXIT ticket an "incident" when it is submitted due to something being broken or a capability lost. During the days leading up to the 23rd, they had been closely monitoring CGFIXIT for this special ticket and once it was worked, the entire floor took a moment to acknowledge a milestone reached.

The analyst who worked the incident was Mr. Geoffrey Van Matre, a seasoned and valued technician who has been with the CSD since the beginning. When asked about his time at the CSD, Mr. Van Matre said, "It is impressive how fast the CSD has grown since I arrived in 2011. CSD has become a critical component and front door to centralized C4IT support services across the enterprise, and it has been a pleasure being a part of that maturity. We work tens-of-thousands of tickets each month and it requires a lot of patience, adaptability, and resilience, but when we hear about how we somehow contributed to achieving Coast Guard missions, then it's all worth it."

Within its first two years as an official USCG organization, the C4ITSC successfully transitioned over 25 local service desks and new services into what we now call the CSD. The integrated array of services included Nationwide Automatic Identification System, National Distress System, Command, Control, and Communications Engineering Center (C3CEN) service desk, CG Academy and SIPRNet support. Each new service at the CSD results in more tickets (incidents and work orders) making the current on average received ticket volume approximately 21,800 per month. Approximately 12,000 of those tickets are resolved at the CSD while the others are routed to additional C4IT support entities. The increasing volume of incidents handled by the CSD is a testament to its value within the overall C4IT support community.

[Active Duty Striker and Supplemental Advancement Eligibility Lists Updated](#)

The advancement eligibility lists for active duty striker and supplemental advancements have been updated to reflect requests processed prior to 10 August 2015.

The lists and other helpful information are available on the [Advancements branch CG Portal page](#).

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[Reserve Supplemental Advancement Eligibility Lists Updated](#)

The advancement eligibility lists for reserve supplemental advancements have been updated to reflect requests processed prior to 10 August 2015.

The lists and other helpful information are available on the [Advancements branch CG Portal page](#).

[Incorrect Classification and Category on RELAD Transactions](#)

Currently, there are well over 100 members with incorrect RELAD information with more coming in each day. Members are being RELAD into the IRR, but their EMPLOYEE CLASSIFICATION is being marked as AD or SELRES. In addition, no PAYCAT information is being entered. Ensure that EMPLOYEE CLASSIFICATION reflects where the member is going, not where they are departing from. The EMPLOYEE CATEGORY should match EMPLOYEE CLASSIFICATION and the TRAYPAY CAT is important to keep member's information as up to date as possible.

If the information is entered incorrectly, the SPO that submitted the transaction will need to correct it. If the correction is done AFTER the separation orders are in a "Finished" status (the "Orders Status"), a trouble ticket will also need to be submitted by the SPO Auditor detailing the corrections that need to be completed by PPC.

[FY15 Selective Reenlistment Bonus \(SRB\) Procedure Update](#)

In response to questions about the SRB's authorized by ALCOAST 193/15 and PPC's e-mail ALSPO dated 12JUN2015 ([See "Fiscal Year 2015 Bonus Procedures"](#)), PPC provides the following information and updates.

1. Processing Times: The PPC Bonus Team is experiencing a heavy volume of SRB requests, creating backlog. As such, our processing times have suffered. PPC's goal is to have all SRB requests processed within two pay periods from date of submission to PPC. Due to the heavy volume, our processing times have slowed to an average of two to three pay periods. We expect the processing time to improve as we clear the backlog. Once PPC receives a PPC Trouble Ticket requesting payment of the bonus, that request will be worked in the order it was received. Once the Trouble Ticket is ready for processing, the "POC" for the Trouble Ticket will receive an e-mail from the bonus team letting them know when the member should expect payment of their bonus.

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2. General guidance: For SRB's, if a member already has an approved (SRB) reenlistment in DA, please bypass the CG-3307 SRB verification process and submit the payment request directly to PPC in the form of a PPC Trouble Ticket; the request must include the member's CG-3307 and reenlistment contract.
3. FSO Kicker: Understandably, there has been some confusion as to what the qualifications are for members to receive the FSO kicker. In the past, members needed to have the appropriate competency code in DA for kickers. This is not 100% correct with the FSO kicker offered by ALCOAST 193/15.

According to section 7(c) of ALCOAST 193/15, in order to be eligible for the FSO kicker, a member needs to be "qualified" to assume the duties and responsibilities of a Food Service Officer IAW chapter 1.C.17 of COMDTINST M1000.8 (Military Assignments and Authorized Absences Manual). They do not have to be in an FSO or IDFSO billet, they just have to be eligible (or qualified) to be assigned to one. Essentially, any FS2 or above who meets the below qualifications is eligible for the FSO kicker, even if they do not have the FS17 competency in DA.

1.C.17.b. Qualifications

- (1) Candidates must not have a total mark average of less than four on their enlisted employee review and no mark of unsatisfactory in conduct during two years prior to submission of request,
- (2) Candidates may have no record of performance probation, civil arrest, courts-martial, non-judicial punishment (NJP), alcoholism, drug misuse, indebtedness, etc., for two years prior to submission of request, and
- (3) Candidates must comply with weight standards contained in reference (1), Coast Guard Weight and Body Fat Standards Manual, COMDTINST M1020.8 (series).

If an FS2 or higher meets the above requirements, regardless of whether or not they possess the FS17 competency code in DA, the mandatory requirement to document FSO kicker eligibility is to have the member complete a separate CG-3307 claiming the FSO kicker. This FSO CG-3307 must be signed by the member's Commanding Officer; "by direction" signature authority is prohibited. Likewise, the FSO CG-3307 should be submitted along with a member's SRB-05 to the PPC-SMB-MAS-Bonus email account when obtaining SRB eligibility verification.

The FSO CG-3307 (**SRB-05a Counseled on FSO Kicker FY15 SRB**) has been drafted and is provided in enclosure (6) of the Personnel and Pay Procedures Manual; it may be accessed by visiting: www.uscg.mil/ppc/3307s.asp.

If FSO kicker eligibility was not determined upon a member's (Zone A) SRB payment, then please submit an FSO kicker CG-3307 to PPC via a PPC Trouble Ticket requesting payment. IAW with paragraph 3 of ALCOAST 193/15, eligible members must apply through their local servicing personnel office no later than 01SEP2015. Late applications will not be accepted.